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SUPPORT FACILITIES AND SERVICES OF ISB/OTR

The Instructional Services Branch is responsible for the support of all training activities of the Office of Training. Its support function includes library facilities, editing and reproduction, instructor training and methods improvement program, and the procurement, design and construction of aids. Information on these services and the procedures to be used by instructors in OTR to procure them are detailed in the attachments to this memorandum.

A Training Methods Specialist and other staff members of ISB provide assistance to instructors for the improvement of instruction. The plan within ISB to meet this objective is to provide a "team" attack on an instructional problem. The "team" consists of a training methods specialist, a photographic aids specialist, a graphic aids specialist, a librarian, an editorialist, and a map training officer. As a further aid to implement the training mission, all ISB personnel participate in an Instructional Techniques Course conducted for a period of one week during each month. (See Attachment C).

Organization1. Library Section:

a. The Library maintains collections of books, periodicals, newspapers and other intelligence material. Its liaison with libraries of CIA, other government agencies and private industry expedites servicing the requests of OTR personnel. All acquisitions are screened and routed to instructors on the basis of informational requirements filed in the library. Research functions such as documentation and compiling bibliographies are additional services performed for instructors. Instructors' Guide to Current References is issued every two weeks to assist instructors in research. Instruction in library techniques is given personnel in OTR who require such skills to perform their work. (See Attachment A).

2. Editorial and Reproduction Section:

a. This Section processes requests to edit and reproduce intelligence, instructional and administrative materials for the Office of Training. Requests to edit material initiate with the instructor. The degree of editing is determined by the status of the original copy and the expressed requirements of the initiating officer. Processing requests for OTR publications requires editorial review to assure conformity with the established format of the Office. Typing, proofreading, reproducing, collating, and disseminating to customer offices, are included among the services.

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3. Visual and Audio Aids Section:

a. The Visual and Audio Aids Sections procure, design, and construct graphic audio-visual aids to instruction. The photographic unit provides and operates photographic, sound-recording and reproducing and projection equipment. Other related services include assistance to instructors by screening and evaluating still and motion pictures and all types of graphic and audio-visual materials for instructional use. (See Attachment D).

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ATTACHMENT A

Library Section

1. Functions

a. The functions of the Library Section of ISB are to:

- (1) Procure and maintain a collection of books, periodicals and other intelligence materials.
- (2) Disseminate intelligence materials on the basis of standing requirements filed in the library.
- (3) Compile bibliographies in accordance with instructors' requests or in anticipation of their needs.
- (4) Conduct reference and research in response to the inquiries of instructors.
- (5) Conduct liaison with all CIA libraries and through them, conduct liaison with libraries of other government agencies and private sources.
- (6) Issue every two weeks, a guide to current periodical articles, films, and maps of interest to OTR.
- (7) Maintain a basic collection of foreign language grammars and dictionaries.
- (8) Maintain a depository and control registry for all classified intelligence documents of value to the training program.

b. A collection of approximately 6500 volumes is maintained to supplement intelligence material distributed among instructors and students for their retention. A recently installed IBM card file facilitates the handling of requests for library loans.

c. The control registry for all classified intelligence documents of instructional value is under the supervision of the Documents Control Officer who is required to:

- (1) Maintain a depository and control file for all classified intelligence documents used for training.

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(2) Maintain a file on all incoming classified documents from CIA, State, Navy, Air, Commerce, Treasury, [] and other sources for use in training.

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(3) Service requests of staff training personnel for transcripts of lectures, interviews and special projects.

d. The aim of the library staff is to fulfill all requests of OTR. Personnel of OTR may obtain publications on a loan or retention basis. Through the library's facilities and coordination of its activities with other reference libraries, these requests can be completed expeditiously. The Library is located in Room 208A, R & S Building, extension [] is the Librarian; Mr. [] is the Reference Librarian.

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ATTACHMENT B

Editorial and Reproduction Section

1. Functions

a. The functions of the Editorial and Reproduction Section are to:

- (1) Edit intelligence, instructional and administrative materials.
- (2) Determine and advise requesting offices as to suitable, expeditious form for reproducing and publishing training materials.
- (3) Prepare stencils and other plates for reproduction. This includes typing and proofreading.
- (4) Process requests to the Reproduction Division, Logistics Office.
- (5) Disseminate OTR publications which include intelligence manuals, reference manuals, training studies, supplements and revisions of texts, and administrative data.
- (6) Process requests for translation of training materials.
- (7) Sterilize classified intelligence material for classroom use and for use at field installations.
- (8) Maintain a current file of the instruction presented in each course of OTR.

2. Reproduction Processes Available to OTR:

a. Training materials may be reproduced through the following media: Ditto, mimeograph, thermofax, offset print, vari-type, ozalid, microfilm, photostat, photograph and ektachrome.

b. Ditto, thermofax, vari-type, microfilm, and limited mimeograph facilities are maintained in Room 212, R & S Building. Requests necessitating other reproduction processes are forwarded to the Reproduction Division, Logistics Office.

3. Requests for editorial and/or reproduction service may be made to Miss Room 212, R & S Building, extension

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ATTACHMENT C

Training Methods Activities

1. Functions

a. The training methods activities are:

(1) Assist in the presentation of an instructional techniques course for present and prospective instructors in OTR. The course of instruction emphasizes effective instructional techniques and the use of audio-visual aids.

(2) Review current lesson plans with instructors for the purpose of improving teaching techniques and developing more effective instruction through the use of training aids.

(3) Analyze instructional problems, recommending appropriate training methods and assisting in the preparation of new lesson plans. 25X1

(4) Assist the instructors in planning the use of maps and specific mapping lessons in the courses of instruction. Procure or prepare maps for instructional purposes. 25X1 25X1

2. The office of the Training Methods Specialist, Mr. [redacted] is located in Room 212E, R & S Building, extension [redacted]. The office of the Map Training Specialist, Mr. [redacted] is located in Room 113 Rear Area, R & S Building, extension [redacted]. 25X1

A special map library containing an adequate set of maps and gazetteers is maintained. The following are included in this library:

a. Complete world coverage at medium and small scale; specific areas at large scale. These maps illustrate population, vegetation, climate, topography, minerals, industry, transportation, etc.

b. Complete set of maps published by the National Geographic Society.

c. Selected large scale maps for tactical use.

d. Catalogs of maps including AMS, USAF, US Coast and Geodetic Survey, US Hydrographic Office, US Geological Survey.

e. Plastic relief maps and terrain models.

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ATTACHMENT D

Visual and Audio Aids Sections

1. Functions

a. The functions of the Visual Aids Section are to:

- (1) Design, prepare, procure and provide all forms of graphic aids, drawings, illustrations, etc. for training.
- (2) Prepare training charts, posters, graphs and pictographs, special maps and map overlays.
- (3) Design and construct terrain models, sand table displays, panoramas, display models and exhibits.
- (4) Prepare and design film-strips, lantern slides and provide transparent positives for training purposes.
- (5) Maintain a file of negatives and prints of all the training aids used in the courses of instruction.
- (6) Maintain a file of appropriate training aids and materials available from other government agencies and commercial firms, and requisition these aids.
- (7) Assist members of the instructional staff in planning the design and use of graphic and visual training aids; provide instruction in the use of graphic art materials.

b. The functions of the Audio Aids Section are to:

- (1) Procure and maintain a collection of films for use by OTR personnel.
- (2) Schedule and project films upon request of instructors.
- (3) Edit film footage for specialized instructional purposes.
- (4) Review films for possible use in the training program.
- (5) Provide for loan of projection equipment to training personnel.
- (6) Add sound tracks to existing silent films.
- (7) Give instruction in the operation and maintenance of portable projection and sound equipment.

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(8) Assist training personnel in planning the design and use of audio aids.

(9) Schedule and operate sound recording and reproduction equipment for the instructional staff.

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(10) Maintain and operate a central tape recording system in Building

(11) Maintain and operate a sound studio in R & S Building for the purpose of having instructors listen to their own tapes, tapes of others, and the rehearsing of instruction on tape for playback.

2. The following is a list of projection and recording material available to OTR:

a. Projection Equipment:

16 mm. movie projectors (portable)
35 mm. movie projectors (portable and fixed)
3 1/4" x 4" lantern slide projector
Film strip and 2" x 2" slide projector
Opaque projector
Vu-Graphs for projection of writing and 8" x 10" transparencies and 3 1/4" x 4" lantern slides
35 mm. film viewer
16 mm. film viewer
Portable projection screen
Sound film strip projector
Still and 16 mm. motion picture cameras
Magnetic sound 16 mm. projector

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b. Recording and Reproducing Equipment:

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Wire recorders
Dictaphone recorders
High fidelity reproducer for 78, 33 and 45 R.P.M. records and microphone
Tape recorders
Portable electric record players

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3. Requests for graphic aids may be made to Mr. Room 219A, R & S Building, extension Requests for photographic and audio aids and projectionists are made to Mr. Room 164-D, Building

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